

# **6 FAM 770**

## **FURNITURE, FURNISHINGS, APPLIANCES, AND EQUIPMENT (FFA&E) FOR RESIDENCES AND OFFICE AND OTHER FUNCTIONAL SPACE**

*(TL:GS-59; 10-01-1999)*

### **6 FAM 771 SCOPE AND APPLICABILITY**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

This subchapter applies to the provision of FFA&E and certain other items (antiques, artwork, high-value furnishings, air-conditioners, emergency generators, uninterruptible power systems, and electrical transformers) for residences, offices, and other functional space for State Department/USAID/other agency personnel, and Marine Guards abroad. Procedures to implement these regulations are found in 6 FAM 779. Comments and questions may be directed to A/FBO/OPS/IDF or A/FBO/OPS/ART for State or USAID/W (M/AS/OMS) for USAID. Additional information is available in A/FBO/OPS/IDF's Program Guide and A/FBO/OPS/ART's Guidelines for the Art in Embassies Program.

### **6 FAM 772 RESIDENCES**

#### **6 FAM 772.1 Policy**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

When it meets the long-range, basic requirements of the post, the U.S. Government will supply FFA&E for U.S. Government-held residences of U.S. citizen employees (direct-hire or personal services contractors) hired in the United States.

## 6 FAM 772.2 Funding

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. A/FBO funds FFA&E for permanent residences of the Ambassador (COM), *deputy chief of mission* (DCM), *consul general* (CG) when *principal officer* (PO), *chief of the liaison office*, U.S. *interest section* PO, and COM to an international organization abroad, and for *special ambassador* residences, whether such residences are U.S. Government-owned (GO), long-term leased (LTL), or short-term leased (STL). Posts may use maintenance and repair funds for emergency repairs or refurbishment not exceeding \$1,000 per residence per year.

b. Funding of FFA&E in the case of capital construction projects is subject to agreement between the Department of State and affected agencies.

c. Regional bureaus fund FFA&E for Department of State positions and Marine *security guard* quarters, and replacement FFA&E for other agency personnel occupying GO/LTL properties.

d. Public Diplomacy is responsible for funding items peculiar to the needs of Public Diplomacy (e.g. Information Resource Centers or Worldnet rooms are considered unique to Public Diplomacy.)

e. In all other instances, each individual agency funds FFA&E for its own personnel.

## 6 FAM 772.3 Basic FFA&E, Supplemental FFA&E, and Other Items

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. Each agency may provide for its employees the standard items of FFA&E listed in 6 FAM 772 Exhibit 772.3A. In addition, Supplemental FFA&E as listed in 6 FAM 772 Exhibit 772.3B and other items not listed may be provided, subject to funds availability by each agency and according to post housing agreement.

b. Special media and other technical equipment required for performance of job-related functions, such as monitoring the local or international media, may continue to be issued on a long- or short-term basis. The provision of multisystem or host-country compatible televisions and VCRs, satellite dishes, etc., and related services may be authorized by the public affairs officer (PAO) for those individuals who have a specific need. If provided, such equipment will be funded from the public diplomacy field allotment.

## **6 FAM 772.4 Conditions and Restrictions**

### **6 FAM 772.4-1 Quarters for Household Staff**

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The Department of State and USAID do not provide funds for FFA&E for household staff under any circumstances. A/FBO will fund large appliances and floor covering costs with project funds if a kitchen for household staff is part of the construction of a new representational residence.

### **6 FAM 772.4-2 Living Quarters Allowance (LQA) Residences**

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. Posts with LQA residences may authorize the post Interagency Housing Board (IAHB) and the *single real property manager* (SRPM) to establish a policy and guidelines for the use and provision of FFA&E in LQA residences. Each agency funds these items for its personnel.

b. If established, the post's policy and guidelines for the provision of U.S. Government-owned FFA&E in LQA should include:

- (1) Procedures for requests;
- (2) Number and type of items to be provided; and
- (3) Responsibility for installation, maintenance, and removal of items.

### **6 FAM 772.4-3 Individual Requests**

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Except for items needed for handicapped and limited mobility employees and family members, requests of individual occupants that do not further post long-range objectives are not considered.

## **6 FAM 772.5 Marine Corps Quarters**

### **6 FAM 772.5-1 Consolidated Quarters**

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Marine *security guard* (MSG) watchstanders consolidated quarters are completely furnished in accordance with the Memorandum of Understanding between the Department of State and the U.S. Marine Corps. A/FBO/OPS/IDF procures china, flatware, and kitchenware. Post provides other appropriate FFA&E. All items are funded with post-held DCP funds.

### **6 FAM 772.5-2 Separate Quarters**

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Marine *security guard* personnel entitled to separate quarters receive F&F as provided to State Department employees at post.

## **6 FAM 773 REPRESENTATIONAL ITEMS**

### **6 FAM 773.1 General Policy**

#### **6 FAM 773.1-1 General**

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The U.S. Government provides certain residences with official china, glassware, flatware, *hollowware*, kitchenware, and other items, as approved by A/FBO or the parent agency, with allocations based on program requirements, the facilities of the individual residence, and particular circumstances.

#### **6 FAM 773.1-2 Detailed Policy**

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. A/FBO/OPS/IDF provides crested china and glassware including cobalt blue service plates for use only in the residences of *ambassadors*.

b. Retired *ambassadors* may purchase crested china and glassware at their own expense. Requests must be submitted to A/FBO/OPS/IDF for approval.

c. Uncrested china and glassware are provided and funded by the parent agency to the following residences only: DCM, PO (other than *ambassador*), USAID Mission Director or Representative, and US&FCS MC.

d. A/FBO/OPS/IDF provides sterling silver or silverplated flatware; silverplated *hollowware*; and other items as deemed necessary for State Department positions. USIA/USAID/and US&FCS may approve and fund these items for the PAO, the *mission director or representative*, and the MC.

e. A/FBO/OPS/IDF provides a kitchen cookware set for residences of the COM, DCM, and PO, and a utensils set as a supplement.

## 6 FAM 773.2 Funding

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **Other agencies:** Each agency funds the requirements of its personnel. 6 FAM 773 Exhibit 773.2A lists authorized items provided by USAID.

b. **Department of State:** A/FBO/OPS/IDF funds the initial and replacement items listed in 6 FAM 773 Exhibit 773.2B; table linens for the COM, DCM, and CG and Consul when PO; small electrical equipment costing more than \$50; and associated shipping costs. DCP funds are used for garden and grounds equipment and supplies; equipment such as mops and cleaning supplies; and linens (for official use only) for kitchen, guest bedroom, and bath.

## 6 FAM 773.3 Refurbishment

### 6 FAM 773.3-1 General Policy

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

A/FBO funds regularly scheduled refurbishment and redecorating necessary for the residences of the COM, DCM, CG when PO, *chief of the liaison office*, U.S. *interest section* PO, and COM to an international organization abroad, and for *special ambassador* residences. Costly, unnecessary changes and redecorating to accommodate personal tastes of new occupants are not authorized. The Representational Review Committee approves the schedule of refurbishment for residences, oversees refurbishment, and ensures that costs are controlled.

## **6 FAM 773.3-2 Guidelines**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. A/FBO/OPS/IDF maintains a master list of the condition of all official residences with a schedule of planned refurbishment and briefs future occupants on the residence they will occupy. The prospective occupant may request changes to any proposed work using the Design Change Request Form, 6 FAM 773 Exhibit 773.3.

b. The paint color in the family living areas may be changed to accommodate the occupant's taste without prior approval. Routine maintenance and repair funds can be used for GO/LTL properties and S&E/DCP funds for STL properties.

c. Occupants may have other refurbishing work done in their residences at their own expense, with prior A/FBO/OPS/IDF approval. However, occupants must fund the costs required to return the residence to its original condition. Structural changes must be funded and approved separately by A/FBO/OPS/AM and reviewed by A/FBO/BDE/CSB in accordance with 6 FAM 760.

## **6 FAM 773.4 Closings and Evacuations**

### **6 FAM 773.4-1 Post Closings**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Before a post closes, the post should notify A/FBO/OPS/IDF for instructions for the transfer or disposal of representational items and other F&F. These items must not be left with other agencies without prior A/FBO/OPS/IDF approval.

### **6 FAM 773.4-2 Post Evacuations**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Posts in evacuation status are reminded to safeguard sterling flatware. If a secure location is not available at the official residence, flatware can be stored in empty Mosler safes in the Chancery. Upon request from A/FBO/OPS/IDF, post should pack and ship sterling flatware back to Washington by the best means possible.

## **6 FAM 773.4-3 Mission Closings and Evacuations**

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

USAID missions must request instructions from M/AS/OMS.

## **6 FAM 773.5 Antiques, Works of Art, and High-Value Furnishings**

### **6 FAM 773.5-1 Policy**

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

A/FBO/OPS/IDF seeks to identify and preserve all antiques, works of art, and high-value furnishings owned by the Department of State abroad. These are objects of particular value based on their historic importance, antiquity, rare quality, or high dollar value. Posts must bring to the attention of A/FBO/OPS/IDF's Curatorial Services Program any items, including gifts, that may be of particular value so they can be assessed. The *program* staff provides guidance to posts to ensure appropriate assessment, documentation, maintenance, technical direction and funding for conservation, and adherence to inventory requirements. These items may not be disposed of without written concurrence from the Curatorial Services Program staff (see 6 FAM 779.1).

### **6 FAM 773.5-2 Loans of Department-Owned Works of Art**

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The Department of State lends works of art only in unusual circumstances. The Assistant Secretary for Administration has the authority to approve special loans and may do so based on whether the loan will be in the Department's diplomatic interest and with the recommendation of the *ambassador* regarding local, legal, or logistical issues of concern. A loan must include a binding agreement that all costs will be covered by the borrower, including insurance of the artwork at replacement value. Posts must contact A/FBO/OPS/IDF for details.

## **6 FAM 773.6 Annual Inventories**

### **6 FAM 773.6-1 State Department**

(TL:GS-43; 4-27-1996)

(State Only)

Each post must submit to A/FBO/OPS/IDF an annual inventory or update of all GO property in the following residences: COM, DCM, Consul if provided representational items, CG when PO, COM to an international organization abroad, *chief of liaison office*, PO of U.S. *interest section*, and *special ambassador* residences. If Antique or High-Value items are located in office or other facilities, they must also be inventoried annually. Inventories are due November 1st, but may be dated anytime after August 1st (see 6 FAM 779.2-1).

### **6 FAM 773.6-2 USAID Principal Officer Residences**

(TL:GS-53; 10-31-1997)

(USAID Only)

USAID missions must submit to USAID/W (M/AS/OMS) *in accordance with the procedures at 6 FAM 779.2-2*, an annual inventory of *all U.S. Government-owned* property in the residences of the mission director and representative *accompanied by a certification of inventory signed by the USAID principal officer*.

### **6 FAM 773.6-3 Joint Administrative Offices**

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

USAID/W (M/AS/OMS) requires annual inventory reporting for all residences.

## **6 FAM 774 ART IN EMBASSIES PROGRAM**

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

A/FBO/OPS/ART administers loans and donations of *U.S. works of art* from the public and private sectors. Collections are assembled at the request of an *ambassador* or the U.S. representative to a UN agency abroad when PO for display in the official residence. The artwork provides a suitable backdrop for representational activities and enhances the communication of *U.S. values and cultural diversity* through the display of U.S. art. This program depends on regional bureau policy and budget, shipping constraints, post facilities, and climatic and security conditions (see 6 FAM



779.3). Additional information is available in A/FBO/OPS/ART's Guidelines for the Art in Embassies Program.

## **6 FAM 775 OFFICE AND OTHER FUNCTIONAL SPACE**

### **6 FAM 775.1 Policy**

(TL:GS-59; 10-01-1999)  
(Uniform State/USAID/Commerce/Agriculture/DIA)

A/FBO prepares a fully integrated interior design and initial furnishings package for all capital construction projects. No changes may be made to the initial furniture, furnishings, and equipment (FF&E) package for the first year without the prior A/FBO/OPS/IDF approval.

### **6 FAM 775.2 Definition**

(TL:GS-59; 10-01-1999)  
(Uniform State/USAID/Commerce/Agriculture/DIA)

Office furnishings include systems and modular furniture, casegoods, seating, limited utility shelving, and office accessories. Carpeting and window treatments are fixed interior finishes and should be addressed in the construction documentation for any new, renovation, or lease project, or replaced using routine M&R funds. The same is true for building specialties such as appliances, specialty storage, signage, etc. Office equipment is the responsibility of the post including the provision of computers, printers, modems, copiers, shredders, cellular phones, telecommunications equipment, safes, workbenches and tools, and medical equipment.

### **6 FAM 775.3 Funding**

(TL:GS-59; 10-01-1999)  
(Uniform State/USAID/Commerce/Agriculture/DIA)

For capital construction projects, A/FBO funds initial FF&E for State Department personnel. For noncapital renovation or lease projects, the regional bureau funds initial FF&E for State Department personnel. The regional bureau also funds all replacement FF&E for State Department personnel. Other agencies fund their own initial and replacement FF&E. *Public Diplomacy is responsible for funding items peculiar to the needs of Public Diplomacy (e.g. Information Resource Centers or Worldnet rooms are considered unique to Public Diplomacy.)* Agencies may pay directly or reimburse A/FBO for initial FF&E and the regional bureau for replacement FF&E.

# 6 FAM 776 PROCUREMENT REQUIREMENTS, REMOVAL RESTRICTIONS, AND PROPERTY DISPOSAL

## 6 FAM 776.1 Procurement Requirements

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. Procurement of all FFA&E items must comply with the principles set forth in these regulations, the FAR and DOSAR, and the pertinent procurement regulations of the funding agency.

b. **USAID:** Maximum quantities of representational items listed in 6 FAM 773 Exhibit 773.2A may not be exceeded without prior USAID/W (M/AS/OMS) approval. Purchase of items that are not listed and replacement of unauthorized items now in use requires prior approval. Each USAID mission shall institute a written policy standardizing the type and quantity of F&F to be issued. Personal preference items shall not be procured for representational use. Procurement methods are listed in 6 FAM 779.4.

c. **US&FCS:** All representational items for MC residences require prior approval before purchase.

## 6 FAM 776.2 Restrictions on the Removal of U.S. Government-Owned Items

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **Representational residences:** Furniture purchased for representational residences must be so identified and shall not be removed from the residence without prior approval of A/FBO/OPS/IDF or parent agency. Other items must remain at the assigned residence and may not be transferred to other residences or agencies without A/FBO/OPS/IDF or parent agency authorization. Any furniture or furnishings removed from residences must be stored in a climate-controlled warehouse. If post facilities are not adequate, items must be stored at occupant expense. If no climate-controlled warehouses are available, items may not be removed.

b. **Other residences, offices, and other functional space:** No one may remove or permit the removal of GO FFA&E except on the instructions of the accountable property officer. No one may remove, restore, or replace furniture provided under an initial furnishings program by A/FBO without the prior approval of A/FBO/OPS/IDF.

## 6 FAM 776.3 Property Disposal

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

If post wishes to consider the sale of any antiques/works of art/high-value furnishings or furniture in a representational residence, the accountable property officer must request prior approval from A/FBO/OPS/IDF, report the sale using *Form* OF-132, Property Disposal Authorization and Survey Report, and ask for guidance on the disposition of funds from A/FBO/OPS/IDF. 6 FAM 220 contains information on property disposal.

## 6 FAM 777 AIR-CONDITIONERS

### 6 FAM 777.1 Policy

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Air-conditioning units may be provided when the SRPM and IAHB determine they are necessary, funds are available, and prior parent agency approval has been secured.

### 6 FAM 777.2 Funding

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **Units 36,000 BTUs and greater:** A/FBO funds units for GO/LTL offices and residences. Submit requests to A/FBO/OPS/AM for approval in accordance with 6 FAM 760. New units are chargeable to minor improvements; replacement units are chargeable to special maintenance and repair. Units for STL facilities are generally the responsibility of the landlord (see 6 FAM 762.3).

b. **Units smaller than 36,000 BTUs:** Office units are funded from post-held DCP funds for State-occupied facilities; occupying agencies fund office units in facilities occupied by their personnel. For GO/LTL residences, post DCP funds may be used for initial units for Department of State-occupied facilities and each agency funds units in facilities occupied by its personnel. The regional bureaus fund replacement units for all GO/LTL residences from post-held DCP funds. For STL residences, units are funded by the occupying agency.

# **6 FAM 778 EMERGENCY GENERATORS, UNINTERRUPTIBLE POWER SYSTEMS (UPS), AND ELECTRICAL TRANSFORMERS**

## **6 FAM 778.1 Emergency Generators**

### **6 FAM 778.1-1 Policy**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

A/FBO/PE/BDE/EEB's Emergency Generator Program provides funding for the emergency power needs for all State Department facilities abroad. Funding constraints generally do not allow for immediate implementation of all requests. Requests are evaluated based on worldwide needs and ranked by the severity of the power situation. Implementation may occur in the following fiscal year or be phased in over several fiscal years. A/FBO/PE/BDE/EEB may undertake generator projects or allot funds to post for this purpose (see 6 FAM 779.5).

### **6 FAM 778.1-2 Funding and Approval**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. **Department of State:** A/FBO/PE/BDE/EEB funds purchase and installation, major equipment overhauls, replacement, and repair for Department of State-held, GO/LTL or DOS-occupied STL real property. Post DCP or occupying agency funds must be used for preventive maintenance contracts, spare parts, and operating expenses such as fuel and filters.

b. **USAID:** Generator purchases may be authorized by the principal officer; no prior USAID/W approval is required.

## **6 FAM 778.2 Uninterruptible Power Systems (UPS)**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. **Department of State:** A/FBO may provide a UPS when conditions at a post make it necessary and the post qualifies for a central system. DCP funds may be used for other systems that posts purchase directly. No procurement or installation may take place without A/FBO approval (see 6 FAM 779.5).

b. **USAID:** The principal officer may authorize UPS purchases without prior USAID/W approval.

## **6 FAM 778.3 Electrical Transformers**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

In order to comply with the Environmental Protection Agency's rule 40 CFR 761, A/FBO/PE/BDE/EEB will replace all post electrical transformers containing polychlorinated biphenols (PCBs). Posts should contact A/FBO/PE/BDE/EEB to arrange for identification, testing, surveying, and replacement.

## 6 FAM 779 REQUIRED PROCEDURES AND GUIDELINES

### 6 FAM 779.1 Guidelines on Identifying and Preserving Antiques, Works of Art, and High-Value Furnishings

#### 6 FAM 779.1-1 Identification

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **Appraisals:** A/FBO/OPS/IDF's Curatorial Services Program conducts appraisals at posts with significant collections. The *program* staff acts as contracting officers' representative (COR) for appraisal contracts.

b. **Documentation:** Post property management officers must provide the Curatorial Services Program with copies of the following records and information, whenever possible:

- (1) Names of artists or makers;
- (2) Historic associations and biographies;
- (3) Donor letters;
- (4) Bills of sale with purchase dates and sources;
- (5) Annotations regarding related published information; and
- (6) Photographs.

c. Post will maintain originals of these records. The *program* staff will provide posts with additional information to support their responsibilities.

d. **Inventories:** Posts must inventory high-value items annually with particular attention to condition assessment (see 6 FAM 773.6-1).

#### 6 FAM 779.1-2 Preservation

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **Maintenance:** Posts must follow the specific guidance provided by the Curatorial Services Program staff concerning the placement, routine care, activities to monitor the environment, and moving and storage of valuable items.

b. **Conservation:** Property management officers must report damage or deterioration of valuable objects to the Curatorial Services Program.

Posts should not attempt to remedy a problem without prior approval. Program staff will provide direction for selecting qualified professionals, soliciting bids, evaluating treatment proposals, and ensuring satisfactory project completion.

## **6 FAM 779.2 Procedures for Annual Inventories**

### **6 FAM 779.2-1 State Department**

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. NEPA and non-NEPA reporting posts have the following general reporting requirements:

(1) Provided there has been no change in occupant, in the year following a complete inventory, the HOUSEHOLD inventory submission can be a list of changes in the condition of items, and any additions, deletions, or other changes to the household inventory. If no changes have occurred, submit a memorandum to A/FBO/OPS/IDF to that effect;

(2) Complete representational inventories, except kitchenware, and antique/high-value inventories must be conducted and submitted each year;

(3) Posts must report lost or missing items from the previous inventory on *Form OF-132, Property Disposal Authorization and Survey Report*. Inventories must be signed by the accountable property officer and resident. See 6 FAM 779 Exhibit 779.2A;

(4) Annual inventories should include a complete description of all items including sizes, patterns, colors, condition, acquisition cost date purchased, appraised value and date of date of appraisal for high-value items, manufacturer, and quantity. Items should be listed by building and room location;

(5) Annual inventories consist of three reports:

(i) **Household inventories** (furniture/furnishings): Do not include Art-in-Embassies items. See 6 FAM 779 Exhibit 779.2B;

(ii) **Representational inventories** (china, glassware, flatware, *hollowware*, kitchenware): See 6 FAM 779 Exhibit 779.2C; and

(iii) *Antique or high-value inventories* (if applicable).

b. For Special Embassy Program and Special Consulate Program posts, A/FBO/OPS/IDF sends post a copy of all inventories for yearly updates. Post must make corrections, have the responsible person sign, and return the inventory. When the occupant changes, post must conduct and submit a new inventory.

c. A/FBO/OPS/IDF will not process requests for additional items until current inventories are received.

## **6 FAM 779.2-2 USAID Principal Officer Residences**

(TL:GS-53; 10-31-1997)  
(USAID Only)

a. USAID missions must submit to USAID/W (M/AS/OMS) an annual inventory of all U.S. Government-owned property in the mission director's or representative's residence. Forward inventories by November 10 and include all non personal, FFA&E located in the USAID principal officer residence as of September 30, including property on loan from other agencies, security equipment, and installed equipment. Regardless of funding source, the total value of FFA&E shall not exceed \$40,000.

b. In calculating the total inventory value subject to the limitations, exclude built-in cabinets and clothes closets, installed equipment (hot water heaters, cooling and heating units, generators, etc.), and packing, crating, and shipping costs. Also exclude chinaware, glassware, silverware, kitchen utensils, and linens as listed in 6 FAM 773 Exhibit 773.2A, However, maximum quantities listed shall not be exceeded. Limits are also established on appliances or equipment at Part I of the exhibit. Items listed at Part I of the exhibit are included in the limitation. Draperies may also be excluded if, and only if, there is a post drapery policy in place and the residence is in compliance with that policy. Each USAID principal officer will submit the following signed certificate to USAID/W (M/AS/OMS) by November 10:

I certify that the total inventory value (original acquisition cost) of all U.S. Government furniture, furnishings, and equipment assigned to and/or located in my official representational quarters as of September 30, 19\_\_, did not exceed \$40,000.

## **6 FAM 779.3 Art In Embassies Program Requirements**

(TL:GS-59; 10-01-1999)  
(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **Responsibilities:** A/FBO/OPS/ART arranges the loan and/or donation; assembles, crates, and ships the artwork to post; and arranges and funds the fine arts insurance. The regional bureau funds packing and shipping costs. It is the responsibility of the post and the *ambassador* to follow the exact instructions of the insurer and A/FBO/OPS/ART for the care, handling, and safekeeping of the artwork. The *ambassador* must ensure full observance of the terms of the loan agreement and the return of the artwork. (See 6 FAM 221.2-10 for employee responsibilities related to personal property and 6 FAM 221.5-3 for penalties for noncompliance.)



b. **Receiving art:** A/FBO/OPS/ART provides post with a detailed inventory and instructions for unpacking and handling by cable before arrival of the artwork, followed by comprehensive information concerning care and safekeeping.

c. **Preservation of *shipping materials*:** Shipping crates and packing material must be retained in a climate controlled area, preferably at the Ambassador's residence, for the eventual return of the artwork.

d. **Safeguarding art during display:** Artwork should be placed away from the flow of traffic. A/FBO/OPS/ART monitors the location and condition at post. During any renovation or repair near the artwork, the insurance requires wrapping and packing the art in the original crates as described for return. Moving art to any storage facility is prohibited without first notifying A/FBO/OPS/ART.

e. **Return of art:** Art must be packed and shipped to the Department under the Ambassador's recognizance. A/FBO/OPS/ART provides complete instructions. The artwork must be returned prior to the Ambassador's final departure from post. All packing must be supervised by a U.S. citizen employee.

f. **Art at *posts in crisis*:** Art is subject to recall by A/FBO/OPS/ART with clearance by the regional bureau executive director. If a post is currently in crisis, A/FBO can only offer art from the GO collection.

## **6 FAM 779.4 Procurement Requirements, Removal Restrictions, and Property Disposal**

### **6 FAM 779.4-1 Detailed Procurement Requirements for USAID**

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. All USAID missions will *telegram* or email an acquisition plan for all representational items (china, glassware, *hollowware*, and all silver-plated items) to M/AS/OMS for approval. Upon receipt of an approved acquisition plan from OMS, missions will *telegram* the requisition of their requirements, with fund cites, to M/AS/AP for ordering action.

b. Missions with residential furnishing requirements can submit their *telegram* requisition, with fund cites, directly to State Department, Office of Acquisition, Special Acquisition Division, Foreign Service Contracting and Procurement (A/OPR/ACQ/SAD/FSCP), with a copy to M/AS/AP. M/AS/AP opens a file for tracking each order to ensure follow-up for the mission.

c. Bed and bath linens and blankets (for official use only), table linens, and kitchenware, should be procured directly from vendors. Household furniture and office F&F may be ordered directly from vendors.

d. Neither appropriations nor trust funds will be used to buy, transport, install, or repair videotape machines, televisions, or swimming pool equipment.

e. In residential quarters, colors and fabrics suitable to several occupants should be used. A time period and conditions for replacement, refinishing, and reupholstering should be established in a Mission Order or *Housing Handbook*, with four years a typical minimum.

f. Type and quantity of F&F (except for POs) should be based on size and composition of the family, not size of quarters. Residences with unusually large living rooms and/or one guest room may be issued additional F&F at USAID's option.

g. When a mission is contemplating or in phasedown posture, procurement will be held to the absolute minimum required.

## **6 FAM 779.5 Emergency Generators, UPS, and Electrical Transformers**

(TL:GS-59; 10-01-1999)  
(USAID Only)

a. Posts may not purchase, install, sell, or transfer generators without prior A/FBO/PE/BDE/EEB approval. Proceeds from generator sales must be reimbursed directly to A/FBO per instructions.

b. Posts must submit emergency power requirements to A/FBO/PE/BDE/EEB for review, approval, and funding. 6 FAM 779 Exhibit 779.5A lists the information needed for requests for new or replacement equipment and upgrades. A/FBO/PE/BDE/EEB will determine whether an A/FBO electrical engineer or consultant will perform a site visit and whether additional design work will be needed to implement the project.

c. Emergency Generator Program funds can be used to:

- (1) Survey and design a new generator project;
- (2) Modify or construct a room for housing the generator;
- (3) Ship and install the generator and ancillary equipment; and
- (4) Replace electrical equipment connected to the generator, if increased output capacity is necessary.

d. The following expenses are part of the generator project:

- (1) Generator set and its accessories including generator options, breakers, cables, fuel pump, batteries and charger, day tank, and sound-attenuated winterized enclosures;

- (2) Automatic transfer switch (ATS);
- (3) New or modified generator room;
- (4) New or larger fuel storage tank and fuel lines;
- (5) Taxes, export packing, and shipping costs;
- (6) Installation and testing of generator set; and
- (7) Initial spare parts (2000 hours) for new generator set installations.

e. Whenever there is a change, posts must submit an updated emergency generator inventory list (see 6 FAM 779 Exhibit 779.5B for required information).

f. General requirements for generators:

(1) All installations will use electronic governors and be auto-start with automatic transfer switches for unattended automatic operation unless local conditions warrant otherwise;

(2) Only diesel-powered generators may be installed. Gasoline-fueled generators are prohibited.

## **6 FAM 779.5-2 Uninterruptible Power Systems (UPS)**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. UPS provide buildings with continuous power for sensitive electronic equipment during power fluctuations or periods of transfer from one power source to another, or, during power outages, for a sufficient period of time to allow for an orderly shutdown of equipment (approximately 15 minutes).

b. If post officials believe a UPS is necessary, they should contact A/FBO/PE/BDE/EEB. Post will be asked to provide a list of computers and associated equipment, security systems, and communications and other electronic equipment. A/FBO/PE/BDE/EEB will help to:

- (1) Confirm actual need;
- (2) Determine the type and size of equipment;
- (3) Provide engineering or design support; and
- (4) Determine whether conditions warrant a central UPS system.

c. These engineering support services are available to all posts, regardless of the type of system required. If a central system is approved, A/FBO/PE/BDE/EEB will order and provide the equipment.

**6 FAM 772 Exhibit 772.3A**  
**FURNITURE, FURNISHINGS, APPLIANCES,**  
**AND EQUIPMENT FOR U.S. GOVERNMENT-**  
**FURNISHED RESIDENCES**

*(TL:GS-59; 10-01-1999)*

**BASIC FFA&E**

**STANDARD ITEMS FOR U.S. GOVERNMENT-FURNISHED  
RESIDENCES**

Furniture as provided in State Department-contracted packages, including:

Sofas

Chairs

Dining and kitchen tables

Desks

Buffets

Coffee and end tables

Bookcases

China cabinets

Mirrors

Beds (including mattresses, box springs and frames)

Wardrobes (as needed)

Bureaus

Side tables

Dressers

Also:

Rugs, carpets, and carpet pads

Table and floor lamps, and normal lighting fixtures

**Continuation—6 FAM 772 Exhibit 772.3A**

Draperies, curtains, blinds, or shades

Cooking range (gas or electric)

Refrigerator

Washing machine and dryer, or shared laundry facilities

Smoke detectors

Fire extinguishers

Initial set of electric light bulbs

Electrical regulators, such as transformers and adaptor plugs, as necessary for U.S. Government-furnished equipment

**6 FAM 772 Exhibit 772.3B**  
**FURNITURE, FURNISHINGS, APPLIANCES,**  
**AND EQUIPMENT FOR U.S. GOVERNMENT-**  
**FURNISHED RESIDENCES**

*(TL:GS-59; 10-01-1999)*

**SUPPLEMENTAL FFA&E**

Water filters

Air-conditioners and evaporative coolers

Window, floor, and table fans

Humidifiers, dehumidifiers

Air cleaning devices

Portable heating appliances

Food freezers

Snow shovels, ladders, garden hoses, and other garden and maintenance equipment

Chandeliers, decorative lighting fixtures, and sconces in appropriate representational residences

Commercial cooking equipment (including exhaust hoods and ducts, suppression systems, and control devices) in appropriate representational residences

Garden, patio, porch, and terrace furniture

Window awnings, window screens, mosquito netting

Vacuum cleaners

Floor polishers

Fireplace equipment

**Additional items of basic FFA&E, such as:**

Refrigerators

Ranges

Washing machines

Clothes dryers

## Continuation—6 FAM 772 Exhibit 772.3B

### Guidelines on the Provision of Supplemental FFA&E and Other Items

a. The U.S. Government may provide *supplemental* FFA&E upon recommendation of the post IAHB, with the approval of the SRPM and principal representative of each agency. Provision is subject to the availability of post-held funds. The IAHB should establish a joint country policy including the specific kinds and number of items for each residence, but with provisions for varying needs and special conditions. The supplemental FFA&E policy, as approved by the IAHB, must be included in the *Post Housing Guidelines*.

b. The U.S. Government may furnish *other items* in addition to those listed as *basic* and *supplemental* FFA&E, if the post IAHB and the SRPM establish among agencies utilizing the housing a joint policy that such items will be furnished routinely. Prior approval by the parent agency and regional bureau is required. In addition, Departmental furniture packages, including replacement items, must be used to the fullest extent possible.

c. Food freezers may be provided for residences when the IAHB determines that conditions warrant. Prior regional bureau approval is required. The adequacy of the local electricity supply must also be determined. The following conditions are considered: isolated post location; lack of commissary services; long distance from shopping facilities; restricted seasonal availability of meat, seafood, etc. on the local market; and the need to import large quantities of food to supplement the local diet.



# 6 FAM 773 Exhibit 773.2A

## CHINA, GLASSWARE, SILVERWARE, KITCHEN UTENSILS, AND LINENS

### AUTHORIZED FOR USAID PRINCIPAL OFFICERS

(TL:GS-53; 10-31-1997)

A count of all items must be maintained with due regard for normal breakage. Items listed under item "I" are to be included within the dollar limit for the USAID Principal Officer (See 6 FAM 779.2-2). Other items are controlled by the maximum quantity limitation.

AUTHORIZED ITEMS	MAXIMUM QUANTITY
<b>A. CHINA—Uncrested or Other Commercial</b>	
China set w/service pieces (place settings)	24
Teacups, (extra)	36 each
Desert plates (extra)	36 each
Saucers for extra teacups	36 each
<b>B. FLATWARE</b>	
Silverware flatware set w/serving pieces (place settings)	24
<b>C. CRYSTAL AND GLASSWARE—Uncrested and Other Commercial</b>	
Cocktail or Old-Fashioned glasses (4-8 oz)	60 each
Crystal or glassware (place settings)	24
Highball glasses (12 oz) (Also used for beer or soft drinks)	60 each
Salt and pepper shakers, glass	4 pairs
Water pitcher, glass	2 each
Wine glasses (Not crystal)	24 each
<b>D. SERVING PIECES</b>	
Dish, chafing, copper or brass, w/pyrex liner	2 each
Dish serving	8 each
Holders for casserole dishes, metal or wood	6 each
Punch bowl set, glass, to include punchbowl, tray, ladle, and NTE 48 cups	1 set
Trays, serving (not sterling or silverplate)	6 each

## Continuation—6 FAM 773 Exhibit 773.2A

### E. TABLE LINENS (moderately priced)

Napkins, cloth	24 each
Tablecloth	2 each
Tablecloth, bridge, w/napkins	8 sets

### F. SMALL KITCHEN APPLIANCES, ELECTRIC

Blender <i>or</i> mixer	1 each
Coffee-urn, 50 or more cups	1 each
Coffee-maker, 12-18 cups	1 each
Deep fryer	1 each
Food processor	1 each
Food warmer	1 each
Frying pan	1 each
Meat grinder	1 each
Meat slicer (electric or nonelectric)	1 each
Toaster, 4 slice	1 each
Waffle iron <i>or</i> grill	1 each

### G. COOKING/BAKING UTENSILS—NONELECTRIC

Baking sheets	*
Bowls, mixing (various)	*
Broiler, heavy duty	*
Casseroles	*
Colander	*
Custard cups	*
Dishpan	*
Fork and spoon, graded	*
Fork, cook's	*
French fryer and basket, nonelectric	*
Ladles	*
Measures	*
Pans, baking	*
Pan, cake, layer	*
Pan, cake, tube	*
Pan, double boiler w/cover	*
Pan, muffin	*
Pan, sauce, w/cover (various sizes)	*
Pastry board	*
Pie plate	*
Pitcher, water (plastic)	*
Roaster, twin	*
Sharpener, knife	*
Skillet w/cover	*
Skimmer	*
Spatula	*
Spoons	*

## Continuation—6 FAM 773 Exhibit 773.2A

Strainer	*
Stockpot w/cover	*
Teakettle	*

### H. KITCHEN CUTLERY

Butcher knife, steel	*
Knife, boning	*
Knife, bread, serrated edge	*
Knife, cook's	*
Knife, meat slicing	*
Knife, paring	*

### I. HOUSEHOLD EQUIPMENT/MAJOR APPLIANCES

Electric or Gas, as appropriate

Air conditioner (when central system is nonexistant)	
Per occupied bedroom	1 each
Per guest room	1 each
Living room	As required
Dining room	1 each
Dishwasher (installed or freestanding)	1 each
Dryer, clothes	1 each
Fan, ceiling floor or table (when room is not air conditioned) per room	1 each
Freezer, chest or upright type, max. 27 cu. ft.	1 each
Garbage disposal	1 each
Humidifier, air evaporator, air evaporative (desert) cooler	As required
Microwave oven, (installed or freestanding)	1 each
Refrigerator, max. 27 cu. ft.	1 each
Stove, cooking	
Household or Restaurant type	2 each
Vacuum cleaner	1 each
Washing machine	1 each

- 
- \* A reasonable quantity of items are authorized in this category to supplement USAID *principal officer's* personal items brought to post.

**6 FAM 773 Exhibit 773.2B**  
**FURNITURE, FURNISHINGS, APPLIANCES,**  
**AND EQUIPMENT FOR U.S. GOVERNMENT-**  
**FURNISHED RESIDENCES**

*(TL:GS-59; 10-01-1999)*

**REPRESENTATIONAL ITEMS**

The following items may be provided for the residences of *ambassadors*, DCMs, CGs when PO, *chiefs of liaison office*, U.S. *interest section* POs, and COMs to an international organization abroad. Items may also be provided for *special ambassador* residences.

## **Continuation—6 FAM 773 Exhibit 773.2B**

Chandeliers *or* decorative lighting  
Piano (for *ambassadors* and POs)  
Television, VCR, and Stereo (one each per residence)  
Dishwasher  
Ice machine  
Plate warmer  
Bedspreads

The following items may be provided for the residences listed above and for the residences of *consuls* when PO:

Silverplated flatware  
China  
Glassware  
Kitchen utensils  
Tulip champagne glasses  
Placecard holders  
Tea *or* Coffee service  
Candelabra  
Chafing dishes  
Trays (small, medium, and large)  
Punch sets  
Water pitchers  
Salt and pepper shakers  
Hurricane lamps  
Ice buckets *or* Ice tongs  
Revere bowls *or* Liners  
Butter dishes  
Bread trays  
Casserole dishes (covered *or* uncovered)  
Silver chest  
Ash trays

**6 FAM 773 Exhibit 773.3**  
**DESIGN CHANGE REQUEST FORMAT**

(TL:GS-59; 10-01-1999)

DATE: \_\_\_\_\_

TO: A/FBO/DAS

FROM: \_\_\_\_\_

SUBJECT: REFURBISHMENT OF [EMR, DCR, CGR] [CITY NAME, COUNTRY]

(I, We) met with A/FBO/OPS/IDF Interior Designer \_\_\_\_\_  
on \_\_\_\_\_ and was/were told that this property is scheduled for  
major refurbishment in FY \_\_\_\_\_.

(I,We) wish to appeal the refurbishment plan *or* schedule to the  
Representational Residences Committee for reconsideration. (I, We)  
understand that the next *committee* meeting will be held on or about  
(January, April, July, October) 30 and that a decision will be made by the  
Committee at that time.

The changes that (I, we) request are

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(My, Our) reasons for wishing to make a design change are

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\_\_\_\_\_  
[SIGNATURE]

**6 FAM 779 Exhibit 779.2A**  
**OCCUPANT CERTIFICATION FORMAT**

(TL:GS-59; 10-01-1999)

POST: \_\_\_\_\_

OFFICIAL RESIDENCE: \_\_\_\_\_

INVENTORY TAKEN BY: \_\_\_\_\_  
[Signature] [Date]

ADMIN SECTION: \_\_\_\_\_  
[Signature] [Date]

OCCUPANT CERTIFICATION

I acknowledge receipt of the property listed in this inventory. except for normal wear and tear and circumstances beyond my control, I accept financial responsibility for damage or loss of property caused by me or members of my household. It is understood that the extent of my liability for damages or lost property will be determined by a Property Survey Board.

\_\_\_\_\_  
[Signature] [Date]

# 6 FAM 779 Exhibit 779.2B

## SAMPLE HOUSEHOLD INVENTORY OF RESIDENCES WITH REPRESENTATIONAL FURNITURE AND FURNISHINGS

(TL:GS-59; 10-01-1999)

USE THIS FORMAT IF POST DOES NOT HAVE NEPA CAPABILITIES

### HOUSEHOLD INVENTORY REPORT\*

POST: ANTANANARIVO OCCUPANT: AMBASSADOR  
 PROPERTY NO.: X01001 DATE: JULY 1, 1987  
 ROOM LOCATION: DINING ROOM

INVENTORY NO.	ITEM AND DESCRIPTION	CONDITION	COST	YEAR
		E-EXCELLENT G-GOOD F-FAIR P-POOR		
E27.4	1 TABLE, END - 1 DRAWER W/SHELF, 24"X30"X20"H, DARK WOOD FINISH	F	80.00	1978
E29-6 TO E29-26	20 DINING CHAIRS - BLOND WOOD, UP-HOLSTERED SEAT AND BACK, RED/GREEN STRIPE	18-G 2-P	60.00	1978
E30..7	1 PR. DRAPERY, OFF- WHITE, ROUGH TEXTURE W/LINING. CURVED VALANCE(PELMET)W/BEIGE/ GREEN FRINGE	G	UNK	1977
E30.9	1 RUG - 12'X18', BEIGE W/CARVED BORDER W/UNDERLAY (PAD) (or) CARPET - WALL-TO-WALL, BEIGE	G	UNK	UNK
E27.8	2 LAMPS, CHINESE VASE, RED FLORAL, 27" HIGH	G	80.00	1980
	SHADE: WHITE SILK, 27" ACROSS TOP, 28" BOTTOM, 18" SIDE HEIGHT	F	50.00	1980

(\* Hypothetical Numbers)



# 6 FAM 779 Exhibit 779.2C DS-1958, REPRESENTATIONAL INVENTORY REPORTS FORM

(TL:GS-43; 4-27-1996)

CAMUSSO INVENTORY REPORT		POST: _____	RESIDENCE: _____	BUILDING NO. _____	DATE: _____
INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF FLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."					
PLATE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	F80 USE ONLY RETURNED SENT	DATE..
TEASPOON	64201				
PLACE KNIFE (DUL)	64202				
PLACE FORK (LUXURIOUS)	64203				
PLACE SPOON (DESSERT)	64204				
DINNER KNIFE	64205				
DINNER FORK	64206				
CREAM SPOON	64207				
SALAD FORK - INDIVIDUAL	64208				
BUTTER SPREADER - RH	64209				
COFFEE SPOON (IDENTIF)	64210				
ICED BEVERAGE SPOON	64211				
FISH FORK - INDIVIDUAL	64212				
FISH KNIFE - INDIVIDUAL	64213				
STEAK KNIFE - INDIVIDUAL	64214				
TEA FORK	64215				
DESSERT FORK	64216				
BUTTER SPREADER - RH	64217				
SERVING PIECES					
TABLESPOON - REGULAR	64218				
TABLESPOON - PIERCED	64219				
COLD MEAT FORK - REGULAR	64220				
GRAVY LADLE	64221				
PIECES SERVER	64222				
SALAD SET	64223				
ROAST CARVING FORK	64224				
ROAST CARVING KNIFE	64225				
TOMATO SERVER (FLAT)	64226				
SUGAR SPOON	64227				
SALAD MEAT FORK - LARGE	64228				
SALAD BERRY SPOON	64229				
FISH SERVING FORK - LG	64230				
FISH SERVING KNIFE - LG	64231				
STEAK CARVING KNIFE	64232				
PUNCH LADLE	64233				
CASSEROLE SPOON	64234				
MEAT FORK - LARGE	64235				
STEAK CARVING FORK	64236				
ICE CREAM SPOON	64237				
BUTTER SERVING KNIFE	64238				
CAKE SLICER	64239				
TABLESPOON - LARGE	64240				

\* Due to the size of the Ice Cream Spoon (64237), this should be considered a place setting piece.

Certified Correct by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

DS-1958  
12-95

GRAND COLONIAL INVENTORY REPORT									
POST: _____		RESIDENCE: _____		BUILDING NO. _____		DATE: _____		DATE: _____	
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF FLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY".									
PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	FEDERAL USE ONLY		RETURNED		SENT	
TEASPOON	64301								
PLACE KNIFE (DA)	64302								
PLACE FORK (DA)	64303								
PLACE SPOON (DA)	64304								
DINNER KNIFE	64305								
DINNER FORK	64306								
CREAM SOUP SPOON	64307								
SALAD FORK - INDIVIDUAL	64308								
BUTTER SPREADER - FH	64309								
COFFEE SPOON (DESSERT)	64310								
ICED BEVERAGE SPOON	64311								
FISH FORK - INDIVIDUAL	64312								
FISH KNIFE - INDIVIDUAL	64313								
STEAK KNIFE - INDIVIDUAL	64314								
ICE CREAM FORK	64315								
BUTTER SPREADER - HH	64316								
SERVING PIECES									
TABLESPOON - REGULAR	64317								
TABLESPOON - PIRROHD	64318								
COLD MEAT FORK - REGULAR	64319								
GRAVY LADLE	64320								
DECAKE SERVER	64321								
SALAD SET	64322								
ROAST CARVING FORK	64323								
ROAST CARVING KNIFE	64324								
TOMATO SERVER (FLAT)	64325								
SUGAR SHELL	64326								
SALAD SERVING FORK	64327								
SALAD SERVING SPOON	64328								
FISH SERVING FORK - LG.	64329								
FISH SERVING KNIFE - LG.	64330								
CAKE KNIFE	64331								
BUTTER SERVING KNIFE	64332								
BREAD KNIFE	64333								

Certified Correct by: \_\_\_\_\_  
 08-1986  
 12-95

Signature

TUR

Date

Page 2 of 12

MARIE LOUISE INVENTORY REPORT									
POST: _____		RESIDENCE: _____		BUILDING NO. _____		DATE: _____			
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF PLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."									
PLACE SETTING	NO.	STOCK QTY.	CURRENT QTY.	PREVIOUS QTY.	[*****]		FED USE ONLY RETURNED	SENT	DATE
TEASPOON	64401								
PLACE KNIFE (D/L)	64402								
PLACE FORK (D/L)	64403								
PLACE SPOON (DESSERT)	64404								
DINNER KNIFE	64405								
DINNER FORK	64406								
CREAM SOUP SPOON	64407								
SALAD FORK - INDIVIDUAL	64408								
BUTTER SPREADER - HH	64409								
COFFEE SPOON (DESSERT)	64410								
ICE BEVERAGE SPOON	64411								
FISH FORK - INDIVIDUAL	64412								
FISH KNIFE - INDIVIDUAL	64413								
STEAK KNIFE - INDIVIDUAL	64423								
CHILD'S FORK/DESSERT	64428								
ICE CREAM FORK/SPOON	64430								
BUTTER SPREADER - EH	64436								
SERVING PIECES									
TABLESPOON - REGULAR	64414								
TABLESPOON - PIERCED	64415								
COLD MEAT FORK - REGULAR	64416								
GRAVY LADLE	64417								
PIECES SERVER	64418								
SALAD SET	64419								
ROAST CARVING FORK	64420								
ROAST CARVING KNIFE	64421								
TOMATO SERVER (FLAT)	64422								
SUGAR SHEL	64424								
SALAD MEAT FORK - LARGE	64425								
SALAD BERRY SPOON	64426								
FISH SERVING FORK - LG.	64427								
FISH SERVING KNIFE - LG.	64428								
PUNCH LADLE	64431								
CASSEROLE SPOON	64432								
PASTRY SERVER	64433								
BUTTER SERVING KNIFE	64434								
CAKE KNIFE	64435								

Certified Correct by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

EMBASSY SCROLL INVENTORY REPORT									
POST: _____		RESIDENCE: _____		BUILDING NO. _____		DATE: _____			
*INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF FLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."									
PLACE/SETTING		STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	FBO USE ONLY		DATE		
					RETURNED	SENT			
TEASPOON		64501							
PLACE KNIFE (D/L)		64502							
PLACE SPOON (D/L)		64503							
PLACE SPOON (DESSERT)		64504							
DINNER KNIFE		64505							
DINNER FORK		64506							
CREAM SOUP SPOON		64507							
SALAD FORK - INDIVIDUAL		64508							
BUTTER SPREADER - 1/2"		64509							
COFFEE SPOON (DESSERT)		64510							
ICED BEVERAGE SPOON		64511							
FISH FORK - INDIVIDUAL		64512							
FISH KNIFE - INDIVIDUAL		64513							
STEAK KNIFE - INDIVIDUAL		64524							
SERVING PIECES									
TEASPOON - REGULAR		64514							
TABLESPOON - PERCED		64515							
COLD MEAT FORK - REGULAR		64516							
GRAVY LADLE		64517							
PIECAKE SERVER		64518							
SALAD SET		64519							
ROAST CARVING FORK		64520							
ROAST CARVING KNIFE		64521							
TOMATO SERVER		64522							
SUGAR SHEL		64523							
SALADMEAT FORK - LARGE		64524							
SALADMEAT SPOON		64525							
FISH SERVING FORK - LG		64526							
FISH SERVING KNIFE - LG		64527							
FISH SERVING KNIFE - LG		64528							

Certified Contact by: \_\_\_\_\_  
 DS-1938  
 12-95

Signature

Title

Date

Page 4 of 12

SILVERPLATE (Page 1) INVENTORY REPORT									
POST:		RESIDENCE:		BUILDING NO.		DATE:			
*INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF FLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY." *NOTE: SUBMIT A SEPARATE INVENTORY FOR EACH PATTERN OF SILVERPLATE FLATWARE.									
PLACE SETTING		STOCK	CURRENT	PREVIOUS	PATTERN/VENDOR	FBO USE ONLY			
		NO.	QTY.	QTY.		RETURNED	SENT	DATE	
TEASPOON		64801							
PLACE KNIFE - DM.		64802							
PLACE FORK (LUNCHEON)		64803							
PLACE SPOON (DESSERT)		64804							
DINNER KNIFE		64805							
DINNER FORK		64806							
CREAM SPOON		64807							
SALAD FORK - INDIVIDUAL		64808							
BUTTER SPREADER - HH		64809							
COFFEE SPOON (DESSERT)		64810							
ICED BEVERAGE SPOON		64811							
FISH FORK - INDIVIDUAL		64812							
FISH KNIFE - INDIVIDUAL		64813							
SERVING PIECES									
TABLESPOON - REGULAR		64814							
TABLESPOON - PIERCED		64815							
COLD MEAT FORK - REGULAR		64816							
GRAVY LADLE		64817							
SOUP LADLE		64818							
PIEDADE SERVER		64819							
SALAD SET		64820							
ROAST CARVING FORK		64821							
STEAK CARVING FORK		64822							
ROAST CARVING KNIFE		64823							
STEAK CARVING KNIFE		64824							
TOMATO SERVER (FLAT)		64825							
STEAK KNIFE INDIVIDUAL		64826							
SUGAR SPOON		64827							
SALADWATER FORK - LARGE		64828							
SALADWATER SPOON		64829							
FISH SERVING FORK - LG.		64830							
FISH SERVING KNIFE - LG.		64831							
TEA FORK		64832							
CASSEROLE SPOON		64833							
PUNCH LADLE		64834							
BUTTER SERVING KNIFE		64835							
CHICKEN SLICER		64836							

Certified Correct by:

Signature

Title

Date

D9-1056  
12-95

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SILVERPLATE (Page 2) INVENTORY REPORT									
POST:		RESIDENCE:		BUILDING NO.		DATE:			
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF FLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY." *NOTE: SUBMIT A SEPARATE INVENTORY FOR EACH PATTERN OF SILVERPLATE FLATWARE.									
PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	PATTERN/VENDOR	DATE	RETURNED	SENT	DATE	
ICE CREAM FORK	64824								
ICE CREAM SPOON	64835								
PASTRY SERVER	64827								
FRUIT KNIFE	64841								
COOKING/OLUSTER FORK	64822								
CHEESE KNIFE	64843								
CHEESE SERVER	64844								
GRAPES/MELON SPOON	64845								
SALT SPOON	64826								
OLIVE/PICKLE FORK	64847								
BUTTER PICK	64848								
LEMON FORK	64849								
SUGAR TONGS	64850								
BON BONNET SPOON	64851								
JELLY SERVER	64852								

Certified Correct by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 DS-1650  
 12-55

GLASSWARE INVENTORY REPORT				
POST: _____	RESIDENCE: _____	BUILDING NO. _____	DATE: _____	
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF GLASSWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."*				
CRESTED	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	REMARKS
WATER GOBLET	62701			
CHAMPAGNE	62702			
SHERBET	62703			
FINGER BOWL	62704			
FINGER BOWL PLATE	62705			
RED WINE	62706			
WHITE WINE	62707			
LIQUEUR	62708			
SHERBY	62709			
FOOTED ICED TEA	62710			
BRANDY SNIFTER	62711			
UNCRESTED				
WATER GOBLET	62712			
CHAMPAGNE	62713			
SHERBET	62714			
FINGER BOWL	62715			
FINGER BOWL PLATE	62716			
RED WINE	62717			
WHITE WINE	62718			
LIQUEUR	62719			
SHERBY	62720			
FOOTED ICED TEA	62721			
HIGHBALL	62722			
OLD FASHIONED	62723			
MEDIUM TUMBLER	62724			
COCKTAIL	62725			
ON THE ROCKS	62726			
BRANDY AND SODA	62727			
BRANDY SNIFTER	62728			
TULIP CHAMPAGNE	62801			
RED WINE, ALL PURPOSE	62806			

  

Certified Correct by: _____	Signature _____	Title _____	Date _____
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DS-1958  
12-65

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CHINAWARE INVENTORY REPORT				
POST:	RESIDENCE:	BUILDING NO.	DATE:	
*INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF FLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."				
	CREATED NO.	STOCK CURRENT QTY.	PREVIOUS QTY.	REMARKS
SERVICE PLATE, OOBALT BLUE	61601			
DINNER PLATE	61602			
ENTREE PLATE	61603			
SALAD/DESSERT PLATE	61604			
BREAD AND BUTTER PLATE	61605			
TEACUP	61606			
SAUCER FOR TEACUP	61607			
DEMITASSE CUP	61608			
SAUCER FOR DEMITASSE CUP	61609			
CREAM SOUP CUP	61610			
SAUCER FOR CREAM SOUP CUP	61611			
CEREAL/FRUIT DISH	61612			
PLATTER - 15-1/4"	61613			
SOUP/PASTA PLATE	61614			
CHOP DISH (ROUND) 13"	61615			
SALAD BOWL (ROUND)	61616			
SAUCEBOAT (GRANLY BOAT)	61617			
VEGETABLE BOWL (OVAL)	61618			
SUGAR BOWL	61619			
COVER FOR SUGAR BOWL	61620			
CREAMER	61621			
BEVERAGE SERVER (COFFEE/TEA)	61622			
COVER FOR BEVERAGE SERVER	61623			
UNORDERED				
DINNER PLATE	61624			
ENTREE PLATE	61625			
SALAD/DESSERT PLATE	61626			
BREAD AND BUTTER PLATE	61627			
TEACUP	61628			
SAUCER FOR TEACUP	61629			
DEMITASSE CUP	61630			
SAUCER FOR DEMITASSE CUP	61631			
CREAM SOUP CUP	61632			
SAUCER FOR CREAM SOUP CUP	61633			
CEREAL/FRUIT DISH	61634			
PLATTER - 15-1/4"	61635			
SOUP/PASTA PLATE	61636			
CHOP DISH (ROUND) 13"	61637			
SALAD BOWL (ROUND)	61638			
SAUCEBOAT (GRANLY BOAT)	61639			
VEGETABLE BOWL (OVAL)	61640			
SUGAR BOWL	61641			
COVER FOR SUGAR BOWL	61642			
CREAMER	61643			
BEVERAGE SERVER (COFFEE/TEA)	61644			
COVER FOR BEVERAGE SERVER	61645			

Certified Correct by: \_\_\_\_\_  
 08-1989  
 12-95

Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_ Page 8 of 12



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KITCHEN UTENSILS INVENTORY REPORT			
POST:	RESIDENCE:	BUILDING NO.	DATE:
*INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF KITCHEN UTENSILS IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."			
KITCHEN UTENSILS (Pg. 1)	STOCK CURRENT QTY.	PREVIOUS QTY.	FULL DESCRIPTION
CUTTING BOARD	63100	63101	
CAKE DECORATING SET	63102	63103	
DROGG WHANDLES	63104	63105	
ROLLING PIN	63106	63107	
FLOUR SIFTER	63108	63109	
EGG SLICER	63110	63111	
PASTRY BRUSH	63112	63113	
BOTTLE OPENER	63114	63115	
CAN OPENER	63116	63117	
CAN OPENER (MANUAL)	63118	63119	
MEASURE	63120	63121	
WIRE WHIP	63122	63123	
STRAINER	63124	63125	
SKIMMER	63126	63127	
SPONGE (WOODEN)	63128	63129	
POW. SPOON	63130	63131	
TONGS, SPRING	63132	63133	
LADLE	63134	63135	
PLATE SCRAPER	63136	63137	
ICE PICK	63138	63139	
FOOD CHOPPER	63140	63141	
FOOD MILL	63142	63143	
PITCHER	63144	63145	
TRASH CAN W/COVER	63146	63147	
CORNGRIND W/INGED	63148	63149	
ASHTRAY	63150	63151	
COOK'S FORK, HEAVY	63152	63153	
GRAPFRUIT KNIFE	63154	63155	
ZAFERKORER	63156	63157	
MELON BALLER	63158	63159	
PIE SERVER	63160	63161	
PANCAKE TURNER	63162	63163	
HAMBURGER TURNER	63164	63165	
STEAK TURNER	63166	63167	
FRY PAN, CAST IRON	63168	63169	
FRY PAN COVER	63170	63171	
MIXING BOWL	63172	63173	

Certified Correct by:

Signature

Title

Date

DS-1058  
1-2-86

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KITCHEN UTENSILS INVENTORY REPORT				
POST: _____		RESIDENCE: _____		BUILDING NO. _____
				DATE: _____
*INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF KITCHEN UTENSILS IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."				
KITCHEN UTENSILS (Pg. 2)	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	FULL DESCRIPTION
MIXING BOWL - 3 QT.	63122			
MIXING BOWL - 5 QT.	63143			
MIXING BOWL - 8 QT.	63144			
MIXING BOWL - 13 QT.	63145			
COLANDER	63146			
MUFFIN PAN	63147			
PIE PAN	63148			
SAUTE PAN	63149			
BUN PAN	63150			
ROAST PAN	63151			
COVERED ROASTER	63152			
FUNNEL	63153			
OPEN ROASTER W/ROILER	63154			
INSERT FOR ROASTER	63155			
SPAGHETTI COOKER	63156			
CAKE PAN	63157			
DISH PAN	63158			
SAUTE PAN	63159			
STOCKPOT W/COVER	63160			
FRY PAN	63161			
SAUCEPAN W/COVER - 2 QT.	63162			
SAUCEPAN W/COVER - 3 QT.	63163			
SAUCEPAN W/COVER - 5 QT.	63164			
SAUCEPAN W/COVER - 8 QT.	63165			
DOUBLE BOILER	63166			
PARING KNIFE	63167			
SUGAR	63168			
BREAD KNIFE	63169			
BONING KNIFE	63170			
CHEF'S KNIFE	63171			
SHARPENING STEEL	63172			
TEA STRAINER	63173			
PERCOLATOR - NON-ELECTRIC	63174			
TUBE CAKE PAN	63175			
KNIFE SHARPENER	63176			
SAUTE PAN				
STEAMER				
OMELET PAN				
QUICHE PAN				
STOCK POT				
LEDS				
DUTCH OVEN				
STEAMER				
TEA KETTLE				

Certified Correct by: \_\_\_\_\_

Signature

Title

Date

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# **6 FAM 779 Exhibit 779.5A**

## **SUBMITTING REQUESTS FOR THE EMERGENCY GENERATOR PROGRAM**

(TL:GS-59; 10-01-1999)

Posts should submit the following information with a request for new or replacement generators, fuel tanks, generator buildings, and emergency electrical distribution systems. If the information is not available, the post should notify A/FBO/PE/BDE/EEB.

Send to A/FBO/PE/BDE/EEB via telegram, FAX (703) 875-6204, or pouch to Room 310, SA-6, WASHDC 20522-0602. All correspondence on generator matters shall include the *program* TAGS "KPWR."

(1) Property *identification* (PropID), type of property (e.g., OBC, COB, EMR, WHE, RES/STD, etc.), and gross and net floor space to be served by new generator (see 6 FAM 724 Exhibit 724.8A and B for definitions of net and gross floor space). Indicate if the generator will be or is the designated emergency power source for either the PCC or safehaven or safearea.

(2) Information on any existing generator(s) and the associated transfer switches in the format of 6 FAM 779 Exhibit 779.5B. Information should also be provided regarding intended disposition or reuse of existing generators.

(3) If the building to be served by the new generator is air-conditioned, list the number of units installed. For each unit, indicate the type of unit (e.g., split pack or window unit), three-phase or single-phase and its rating in tons or other power unit such as KW, KVA, *horsepower* (HP), or BTUs.

(4) If the building to be served by the new generator is connected to a separate transformer station for commercial power, provide the nameplate information consisting of:

- (a) Power *Rating* in KVA;
- (b) Single- or three-Phase;
- (c) Secondary *voltage* (*phase-phase* and *phase-neutral*);
- (d) Oil filled or *dry* type;
- (e) Location (i.e., the distance between the transformer and the proposed location of the generator).

(5) Provide the following information for the main electrical service switch or circuit breaker:

## Continuation—6 FAM 779 Exhibit 779.5A

- (a) Size in amps;
  - (b) Whether one- or *three*-phase;
  - (c) Voltage;
  - (d) Whether *three*- or *four*-wire service;
  - (e) Size in square millimeters or American Wire Gauge (AWG) of the service cable connecting the transformer or commercial power connection point and the service switch;
  - (f) Disconnect *type* (switch or circuit breaker).
- (6) Estimate the number and average duration of each power outage during the last 12 months, as well as other unusual circumstances regarding the stability of local commercial power.
- (7) Itemize the building loads by size, type, and characteristics (such as KW, KVA, or HP and whether single- or three-phase). Where elevators exist, indicate the number and, for each, the number of floors they serve, whether passenger or freight, electrical load in KW, voltage, and whether single- or three-phase. Also supply information (i.e., number, load in KW, KVA, etc.) on the following typical equipment:
- (a) Electric heat;
  - (b) Food service refrigerators;
  - (c) Food service freezers;
  - (d) Ranges (specify electric or gas);
  - (e) Ovens (specify electric or gas);
  - (f) Microwave ovens;
  - (g) Clothes dryers (specify electric or gas);
  - (h) Hot water heaters (specify electric or gas);
  - (i) Water pumps;
  - (j) Security lighting (number of fixtures, watts or lamp);
  - (k) Interior lighting (number of fixtures, watts or lamp);
  - (l) Other special function facilities.

## Continuation—6 FAM 779 Exhibit 779.5A

(8) Describe the proposed location of the new generator, including interior room dimensions and number of exterior walls.

NOTE:

- (a) Generators must be located on ground or basement levels where ventilation (intake and exhaust) requirements can be accommodated.
  - (b) Outdoor generator installation units in weatherproof enclosures are allowed where security and corrosive atmospheric conditions are not a problem.
  - (c) Appropriate sound attenuation, vibration, and exhaust provisions are incorporated into the weatherproof enclosure.
- (9) If there is a fuel-oil tank, describe capacity, location, whether fuel tank also serves another diesel generator or heating system, and the type of heating oil used. If a new fuel tank is required, indicate the proposed location.
- (10) Identify the diesel generator manufacturers represented in the country or region, and indicate whether generator maintenance capability exists locally.
- (11) If a local vendor is available, provide the following cost data:
- (a) Cost for proposed generator set (genset) and associated equipment. The basis for cost comparison should include the size in *prime power* rated KVA and/or KW, type of genset and desired accessory equipment and options. Normal Department of State options include critical muffler, vibration isolators, weather protective housing (when installed outside), protective circuit breaker, instrument panel, fuel tank, day tank, battery and battery rack, battery charger, fuel pump, electronic governor, jacket water heater, extended generator winding for single- or three-phase operation without derating and service manuals;
  - (b) Cost for shipping;
  - (c) Cost for constructing or modifying the generator room;
  - (d) Cost for complete installation of the equipment (electrical and mechanical);
  - (e) For economy, the generator main fuel tank should be locally procured. To reduce fuel tanker activity, this tank should be sized for

## **Continuation—6 FAM 779 Exhibit 779.5A**

a minimum of eight days of continuous full-load operation or greater, depending on local site conditions.

(12) Construction of new or rehabilitation of existing generator rooms requires drawings and technical specifications for public bidding. Post should advise A/FBO/PE/BDE/EEB of local expertise available, including electrical or mechanical engineers to perform survey and design work, and electrical contractors for generator installation and connection.



# 6 FAM 779 Exhibit 779.5B

## GENERATOR INVENTORY DATA SHEET

(TL:GS-59; 10-01-1999)

The following information should be completed for each generator, including stored units and those supporting non-State Department facilities. Send to A/FBO/PE/BDE/EEB via telegram, fax 703/875-6204, or pouch to Room 310, SA-6, Washington, DC 20522-0602. All correspondence on generator matters shall include the Program TAGS "KPWR."

- A.1 Post
- A.2 Facility *name*
- A.3 Facility *property number*
- A.4 Facility *lease type* (GO, LTL, STL/DOS, STL/NON-DOS)
- A.5 Areas of *building served* (if not entire building)
- A.6 Occupant of *building* (if DOS is not present)

### **B. GENERATOR SET:**

- B.1 Manufacturer
- B.2 Model *number*
- B.3 Serial *number*
- B.4 Prime or *continuous rating* in KVA
- B.5 Prime or *continuous rating* in KW
- B.6 Standby *rating* in KVA
- B.7 Standby *rating* in KW
- B.8 Number of *phases* (single- or three-phase)
- B.9 Output *voltage (phase-phase)*
- B.10 Output *voltage (phase-neutral)*
- B.11 Frequency (50 or 60 Hz)
- B.12 Engine *fuel type (diesel, gasoline, etc.)*
- B.13 Installation *date* (if known)
- B.14 Run *time hours* and *date of reading*
- B.15 Estimated *annual run time hours*
- B.16 General *assessment of condition (good, poor, etc.)*

### **C. TRANSFER SWITCH:**

- C.1 Automatic or *manual transfer switch* (ATS OR MTS)
- C.2 TS *manufacturer*
- C.3 TS *model number*
- C.4 TS *serial number*
- C.5 TS *ampere rating (maximum rated amps)*
- C.6 TS *voltage rating (maximum rated volts)*
- C.7 TS number of *poles* (one, three, or four)